



ADMINISTRATIVE ASSISTANT

The Village of Northport is seeking a part-time (17.5 hours a week) Administrative Assistant/Secretary to the Board of Architectural and Historic Review.

GENERAL OFFICE DUTIES:

- Interacts with public in a friendly, professional manner, provide information and refer to others as needed
- Answer phone, provide front-desk service and provide general assistance to residents
- Conduct general office duties
- Update village files, building records and archive records
- Reconciles daily receipts with KVS reporting
- Daily deposit of Village funds

BOARD OF ARCHITECTURAL AND HISTORIC REVIEW:

Serve as Secretary to the Board of Architectural and Historic Review:

- Prepare meeting materials, prepare and post legal notices. Prepare agenda
- Keeps records of proceeding
- Attends monthly meetings (one night a month)

UTILITY BILLING:

- Coordinate with SCWA annual water consumption report
- Process separate irrigation water meter accounts
- Prepare and process all bills, including sending and posting payments

MINIMUM QUALIFICATIONS:

- Although there are no minimum qualifications, the Village is seeking an individual who shall have a minimum of an Associate's Degree, 4 year Degree is preferable in business, government or related field. Municipal experience a plus.
- Previous experience in an office environment
- Proficient in Microsoft Office
- Strong communication skills and organizational skills

QUALIFIED PARTIES PLEASE SUBMIT YOUR RESUME TO NORTHPORTNY.GOV